



POLK COUNTY, MISSOURI

TWO YEARS ENDED DECEMBER 31, 1999

**From The Office Of State Auditor  
Claire McCaskill**

Report No. 2000-96  
September 21, 2000  
[www.auditor.state.mo.us](http://www.auditor.state.mo.us)

# AUDIT REPORT



Office Of The  
State Auditor Of Missouri  
Claire McCaskill

September 2000

[www.auditor.state.mo.us](http://www.auditor.state.mo.us)

**IMPORTANT:** The Missouri State Auditor is required by Missouri law to conduct audits only once every four years in counties, like Polk, which do not have a county auditor. However, to assist such counties in meeting federal audit requirements, the State Auditor will also perform a financial and compliance audit of various county operating funds every two years. This voluntary service to Missouri counties can only be provided when state auditing resources are available and does not interfere with the State Auditor's constitutional responsibility of auditing state government.

Once every four years, the State Auditor's statutory audit will cover additional areas of county operations, as well as the elected county officials, as required by Missouri's Constitution.

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This audit of Polk County included additional areas of county operations, as well as the elected county officials. The following concerns were noted as part of the audit:

- Bids were not always solicited for various purchases made by the county during the audit period, such as used trucks for \$41,550 and grader blades for \$17,041. State law requires bids for all purchases of \$4,500 or more from any one person, firm, or corporation during any period of ninety days.
- The county maintains gasoline and diesel fuel tanks at the county road and bridge barn for use in vehicles and equipment of the road and bridge and sheriff's departments. Fuel usage logs are maintained and county officials indicated they are periodically reviewed to account for fuel used; however, documentation of those comparisons were not maintained.
- The Health Center's purchase of a house and lot and its intended use was not thoroughly documented and no independent appraisal of the property was obtained.

The audit suggested controls be established by the County Clerk to periodically reconcile changes made to the tax books. Also, included in the audit are recommendations to improve the accounting controls and procedures for the Senate Bill 40 Board, Prosecuting Attorney, Assessor, Sheriff, Associate Division, and Juvenile Division of the Thirtieth Judicial Circuit. Several of these issues had been noted similarly in prior audits.

**Copies of the audit are available upon request.**

YELLOW SHEET

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## FINANCIAL SECTION

## State Auditor's Reports



**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL  
STATEMENTS AND SUPPLEMENTARY SCHEDULE OF  
EXPENDITURES OF FEDERAL AWARDS**

To the County Commission  
and  
Officeholders of Polk County, Missouri

We have audited the accompanying special-purpose financial statements of various funds of Polk County, Missouri, as of and for the years ended December 31, 1999 and 1998, as identified in the table of contents. These special-purpose financial statements are the responsibility of the county's management. Our responsibility is to express an opinion on these special-purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the special-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash of various funds of Polk County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county and are not intended to be a complete presentation of the financial position and results of operations of those funds or of Polk County.

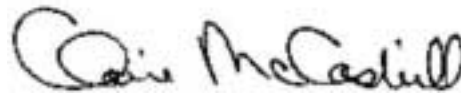
In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of various funds of Polk County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county as of and for the years ended December 31,

1999 and 1998, in conformity with the comprehensive basis of accounting discussed in Note 1, which is a basis of accounting other than generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we also have issued our report dated June 28, 2000, on our consideration of the county's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the special-purpose financial statements taken as a whole.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the management of Polk County, Missouri, and was not subjected to the auditing procedures applied in the audit of the special-purpose financial statements referred to above.

A handwritten signature in dark ink, appearing to read "Claire McCaskill". The signature is fluid and cursive, with the first name "Claire" being more prominent than the last name "McCaskill".

Claire McCaskill  
State Auditor

June 28, 2000 (fieldwork completion date)

The following auditors participated in the preparation of this report:

Director of Audits:	Thomas J. Kremer, CPA
Audit Manager:	Donna Christian, CPA
In-Charge Auditor:	Sharon Hill
Audit Staff:	Ted Fugitt, CPA
	Jody Vernon, CPA
	Curtis Gannon



**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the County Commission  
and  
Officeholders of Polk County, Missouri

We have audited the special-purpose financial statements of various funds of Polk County, Missouri, as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 28, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

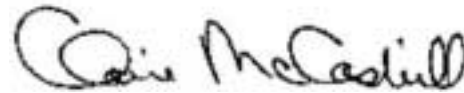
As part of obtaining reasonable assurance about whether the special-purpose financial statements of various funds of Polk County, Missouri, are free of material misstatement, we performed tests of the county's compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance which are described in the accompanying Management Advisory Report.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements of various funds of Polk County, Missouri, we considered the county's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of

the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the special-purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting which are described in the accompanying Management Advisory Report.

This report is intended for the information of the management of Polk County, Missouri; federal awarding agencies and pass-through entities; and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in dark ink, appearing to read "Claire McCaskill". The signature is fluid and cursive, with the first name "Claire" written in a larger, more prominent script than the last name "McCaskill".

Claire McCaskill  
State Auditor

June 28, 2000 (fieldwork completion date)

## Financial Statements

Exhibit A

POLK COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS  
YEAR ENDED DECEMBER 31, 1999

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 619,008	911,767	706,544	824,231
Special Road and Bridge	57,789	1,829,777	1,851,276	36,290
Assessment	0	148,878	148,814	64
Law Enforcement Training	5,036	10,238	7,368	7,906
Prosecuting Attorney Training	4,412	1,723	0	6,135
Law Enforcement Sales Tax	552,848	1,197,669	1,168,524	581,993
Capital Improvement Sales Tax	261,143	1,023,700	831,846	452,997
Emergency 911	14,034	197,014	210,659	389
Child Support Enforcement	0	91,193	85,281	5,912
Prosecuting Attorney Bad Check	30,870	10,579	17,980	23,469
Recorder User Fee	4,729	13,340	8,979	9,090
Prosecuting Attorney Delinquent Tax	7,184	381	2,846	4,719
Sheriff Civil Fees	36,314	26,235	36,000	26,549
Police Officers Standard Training	2,698	3,621	2,698	3,621
Special Trust	150	1,007	0	1,157
Moore Cemetery Trust	4,104	1,343	2,100	3,347
Recycling Project	0	64,522	37,493	27,029
Local Emergency Planning Committee	7,320	4,250	3,518	8,052
Juvenile Detention Center	3,720	59,923	44,887	18,756
Veterans Memorial	2,118	0	0	2,118
Road Grant	339,463	0	339,463	0
School Based Partnership Grant	0	104,430	104,430	0
Health Center	19,519	477,015	458,475	38,059
Senate Bill 40 Board	62,421	32,983	27,556	67,848
Sheriff Special Operations	4,728	0	0	4,728
Law Library	9,131	11,095	13,723	6,503
Circuit Clerk Interest	1,230	1,979	2,204	1,005
Associate Circuit Division Interest	5,618	982	0	6,600
Total	\$ 2,055,587	6,225,644	6,112,664	2,168,567

The accompanying Notes to the Financial Statements are an integral part of this statement.



Exhibit A

POLK COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS  
YEAR ENDED DECEMBER 31, 1998

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 427,067	845,606	653,665	619,008
Special Road and Bridge	129,922	2,077,684	2,149,817	57,789
Assessment	36	147,733	147,769	0
Law Enforcement Training	4,367	9,489	8,820	5,036
Prosecuting Attorney Training	2,556	2,215	359	4,412
Law Enforcement Sales Tax	520,195	1,129,094	1,096,441	552,848
Capital Improvement Sales Tax	245,970	920,191	905,018	261,143
Emergency 911	25,693	193,980	205,639	14,034
Child Support Enforcement	0	84,674	84,674	0
Prosecuting Attorney Bad Check	23,533	20,416	13,079	30,870
Recorder User Fee	1,097	13,523	9,891	4,729
Prosecuting Attorney Delinquent Tax	6,477	707	0	7,184
Sheriff Civil Fees	10,541	26,346	573	36,314
Police Officers Standard Training	0	2,698	0	2,698
Special Trust	680	1,030	1,560	150
Moore Cemetery Trust	3,305	799	0	4,104
Recycling Project	0	7,490	7,490	0
Local Emergency Planning Committee	7,012	4,032	3,724	7,320
Juvenile Detention Center	10,939	57,818	65,037	3,720
Veterans Memorial	0	2,118	0	2,118
Road Grant	0	339,463	0	339,463
Health Center	33,727	459,715	473,923	19,519
Senate Bill 40 Board	89,096	30,122	56,797	62,421
Sheriff Special Operations	5,208	0	480	4,728
Law Library	2,542	12,448	5,859	9,131
Circuit Clerk Interest	1,467	1,164	1,401	1,230
Associate Circuit Division Interest	4,542	1,076	0	5,618
Total	\$ 1,555,972	6,391,631	5,892,016	2,055,587

The accompanying Notes to the Financial Statements are an integral part of this statement.

## Exhibit B

POLK COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
 GENERAL REVENUE FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>RECEIPTS</b>						
Property taxes	\$ 441,958	481,228	39,270	399,345	439,274	39,929
Intergovernmental	24,984	27,733	2,749	29,580	24,185	(5,395)
Charges for services	263,700	263,448	(252)	240,200	261,303	21,103
Interest	45,000	61,212	16,212	31,000	54,664	23,664
Other	64,083	78,146	14,063	59,619	66,180	6,561
Transfers in	0	0	0	10,500	0	(10,500)
Total Receipts	839,725	911,767	72,042	770,244	845,606	75,362
<b>DISBURSEMENTS</b>						
County Commission	98,012	96,904	1,108	69,980	69,662	318
County Clerk	74,056	71,480	2,576	59,735	58,236	1,499
Elections	62,168	30,253	31,915	100,497	89,902	10,595
Buildings and grounds	63,337	62,909	428	162,950	88,892	74,058
Employee fringe benefits	27,040	27,265	(225)	25,827	21,724	4,103
County Treasurer	51,999	50,251	1,748	36,863	33,910	2,953
County Collector	93,513	86,307	7,206	85,914	77,873	8,041
Ex Officio Recorder of Deeds	88,448	81,685	6,763	68,269	56,728	11,541
Associate Circuit Court	17,450	13,561	3,889	14,800	9,068	5,732
Associate Circuit (Probate)	11,006	5,686	5,320	11,006	6,373	4,633
Public Administrator	22,963	29,133	(6,170)	25,589	25,349	240
Court Reporter	5,249	4,950	299	3,835	3,554	281
Other	98,621	93,671	4,950	76,261	73,953	2,308
Transfers out	33,253	52,489	(19,236)	45,498	38,441	7,057
Emergency Fund	34,338	0	34,338	23,108	0	23,108
Total Disbursements	781,453	706,544	74,909	810,132	653,665	156,467
RECEIPTS OVER (UNDER) DISBURSEMENTS	58,272	205,223	146,951	(39,888)	191,941	231,829
CASH, JANUARY 1	619,008	619,008	0	427,067	427,067	0
CASH, DECEMBER 31	\$ 677,280	824,231	146,951	387,179	619,008	231,829

The accompanying Notes to the Financial Statements are an integral part of this statement.

## Exhibit C

POLK COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
 SPECIAL ROAD AND BRIDGE FUND

Year Ended December 31,						
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 178,690	238,962	60,272	170,432	209,373	38,941
Intergovernmental	1,326,644	842,211	(484,433)	1,028,100	1,089,829	61,729
Charges for services	1,020	1,020	0	1,020	1,020	0
Interest	9,500	7,992	(1,508)	10,500	9,782	(718)
Other	5,795	3,412	(2,383)	3,200	17,680	14,480
Transfers in	969,403	736,180	(233,223)	940,000	750,000	(190,000)
Total Receipts	2,491,052	1,829,777	(661,275)	2,153,252	2,077,684	(75,568)
DISBURSEMENTS						
Salaries	430,000	401,540	28,460	390,000	378,155	11,845
Employee fringe benefits	88,395	82,171	6,224	79,835	74,900	4,935
Supplies	119,800	107,559	12,241	115,300	107,886	7,414
Insurance	18,950	21,019	(2,069)	20,300	18,836	1,464
Road and bridge materials	770,000	615,870	154,130	824,500	872,040	(47,540)
Equipment repairs	80,000	120,319	(40,319)	90,000	87,892	2,108
Equipment purchases	171,000	297,931	(126,931)	160,000	153,225	6,775
Construction, repair, and maintenance	612,200	32,850	579,350	342,000	283,976	58,024
Other	50,200	10,156	40,044	41,200	1,071	40,129
Distributions to road districts	145,000	147,479	(2,479)	144,000	146,011	(2,011)
Reimbursement to state	43,146	14,382	28,764	0	25,825	(25,825)
Total Disbursements	2,528,691	1,851,276	677,415	2,207,135	2,149,817	57,318
RECEIPTS OVER (UNDER) DISBURSEMENTS	(37,639)	(21,499)	16,140	(53,883)	(72,133)	(18,250)
CASH, JANUARY 1	57,789	57,789	0	129,922	129,922	0
CASH, DECEMBER 31	\$ 20,150	36,290	16,140	76,039	57,789	(18,250)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit D

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
ASSESSMENT FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Intergovernmental	\$ 134,074	134,165	91	150,740	127,347	(23,393)
Interest	1,000	1,185	185	1,850	1,069	(781)
Other	4,200	3,428	(772)	3,350	3,308	(42)
Transfers in	28,286	10,100	(18,186)	7,048	16,009	8,961
Total Receipts	167,560	148,878	(18,682)	162,988	147,733	(15,255)
DISBURSEMENTS						
Assessor	167,560	148,814	18,746	162,988	147,769	15,219
Total Disbursements	167,560	148,814	18,746	162,988	147,769	15,219
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	64	64	0	(36)	(36)
CASH, JANUARY 1	0	0	0	36	36	0
CASH, DECEMBER 31	\$ 0	64	64	36	0	(36)

The accompanying Notes to the Financial Statements are an integral part of this statement.

## Exhibit E

POLK COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
 LAW ENFORCEMENT TRAINING FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Charges for services	\$ 8,000	6,882	(1,118)	7,000	8,874	1,874
Interest	250	448	198	200	315	115
Other	150	210	60	0	300	300
Transfers in	5,198	2,698	(2,500)	0	0	0
Total Receipts	13,598	10,238	(3,360)	7,200	9,489	2,289
DISBURSEMENTS						
Sheriff	9,500	7,368	2,132	8,000	8,820	(820)
Total Disbursements	9,500	7,368	2,132	8,000	8,820	(820)
RECEIPTS OVER (UNDER) DISBURSEMENTS	4,098	2,870	(1,228)	(800)	669	1,469
CASH, JANUARY 1	5,036	5,036	0	4,367	4,367	0
CASH, DECEMBER 31	\$ 9,134	7,906	(1,228)	3,567	5,036	1,469

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit F

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
PROSECUTING ATTORNEY TRAINING FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Charges for services	\$	2,500	1,723	(777)	2,500	2,215	(285)
Total Receipts		2,500	1,723	(777)	2,500	2,215	(285)
DISBURSEMENTS							
Prosecuting Attorney		2,500	0	2,500	2,300	359	1,941
Total Disbursements		2,500	0	2,500	2,300	359	1,941
RECEIPTS OVER (UNDER) DISBURSEMENTS		0	1,723	1,723	200	1,856	1,656
CASH, JANUARY 1		4,412	4,412	0	2,556	2,556	0
CASH, DECEMBER 31	\$	4,412	6,135	1,723	2,756	4,412	1,656

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit G

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
LAW ENFORCEMENT SALES TAX FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Sales tax	\$ 900,000	997,908	97,908	844,000	900,184	56,184
Intergovernmental	19,730	19,491	(239)	19,430	54,347	34,917
Charges for services	94,000	80,940	(13,060)	115,000	97,551	(17,449)
Interest	22,000	24,295	2,295	25,000	22,866	(2,134)
Other	40,000	39,035	(965)	56,000	53,771	(2,229)
Transfers in	36,000	36,000	0	0	375	375
Total Receipts	1,111,730	1,197,669	85,939	1,059,430	1,129,094	69,664
DISBURSEMENTS						
Sheriff	838,731	839,739	(1,008)	807,624	772,429	35,195
Jail	76,000	53,783	22,217	72,500	54,446	18,054
Prosecuting Attorney	136,723	129,590	7,133	136,443	120,702	15,741
Juvenile Officer	49,011	38,471	10,540	50,464	46,932	3,532
County Corner	17,006	11,244	5,762	19,310	11,861	7,449
Employee fringe benefits	57,500	72,231	(14,731)	51,700	47,298	4,402
Emergency Fund	32,137	0	32,137	31,648	0	31,648
Reimbursement to state	70,397	23,466	46,931	0	42,773	(42,773)
Total Disbursements	1,277,505	1,168,524	108,981	1,169,689	1,096,441	73,248
RECEIPTS OVER (UNDER) DISBURSEMENTS	(165,775)	29,145	194,920	(110,259)	32,653	142,912
CASH, JANUARY 1	552,848	552,848	0	520,195	520,195	0
CASH, DECEMBER 31	\$ 387,073	581,993	194,920	409,936	552,848	142,912

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit H

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
CAPITAL IMPROVEMENT SALES TAX FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Sales tax	\$ 955,000	997,423	42,423	843,000	899,749	56,749
Intergovernmental	0	0	0	0	1,363	1,363
Interest	19,000	26,277	7,277	18,000	19,079	1,079
Total Receipts	974,000	1,023,700	49,700	861,000	920,191	59,191
DISBURSEMENTS						
Distributions to road districts	170,000	171,846	(1,846)	145,000	155,018	(10,018)
Transfers out	900,000	660,000	240,000	940,000	750,000	190,000
Total Disbursements	1,070,000	831,846	238,154	1,085,000	905,018	179,982
RECEIPTS OVER (UNDER) DISBURSEMENTS	(96,000)	191,854	287,854	(224,000)	15,173	239,173
CASH, JANUARY 1	261,143	261,143	0	245,970	245,970	0
CASH, DECEMBER 31	\$ 165,143	452,997	287,854	21,970	261,143	239,173

The accompanying Notes to the Financial Statements are an integral part of this statement.



Exhibit I

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
EMERGENCY 911 FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Charges for services	\$ 188,500	196,031	7,531	184,000	192,254	8,254
Interest	1,500	983	(517)	1,000	1,661	661
Other	0	0	0	0	65	65
Total Receipts	190,000	197,014	7,014	185,000	193,980	8,980
DISBURSEMENTS						
Office expenditures	0	0	0	693	0	693
Equipment	4,034	659	3,375	5,000	639	4,361
Contracted services	210,000	210,000	0	205,000	205,000	0
Total Disbursements	214,034	210,659	3,375	210,693	205,639	5,054
RECEIPTS OVER (UNDER) DISBURSEMENTS	(24,034)	(13,645)	10,389	(25,693)	(11,659)	14,034
CASH, JANUARY 1	14,034	14,034	0	25,693	25,693	0
CASH, DECEMBER 31	\$ (10,000)	389	10,389	0	14,034	14,034

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit J

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
CHILD SUPPORT ENFORCEMENT FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Intergovernmental	86,915	82,392	(4,523)	77,923	69,149	(8,774)
Other	7,345	6,162	(1,183)	7,329	5,958	(1,371)
Transfers in	3,456	2,639	(817)	4,301	9,567	5,266
Total Receipts	97,716	91,193	(6,523)	89,553	84,674	(4,879)
DISBURSEMENTS						
Salaries	60,494	60,070	424	58,328	58,412	(84)
Office expenditures	14,900	12,032	2,868	14,900	12,885	2,015
Equipment	3,000	2,408	592	2,975	2,543	432
Mileage and training	3,350	2,093	1,257	3,250	2,140	1,110
Other	9,342	8,678	664	9,248	8,694	554
Transfers out	6,630	0	6,630	0	0	0
Total Disbursements	97,716	85,281	12,435	88,701	84,674	4,027
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	5,912	5,912	852	0	(852)
CASH, JANUARY 1	0	0	0	0	0	0
CASH, DECEMBER 31	\$ 0	5,912	5,912	852	0	(852)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit K

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
PROSECUTING ATTORNEY BAD CHECK FUND

Year Ended December 31,						
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Charges for services	\$ 20,000	8,622	(11,378)	12,000	17,344	5,344
Interest	1,600	1,219	(381)	1,200	1,679	479
Other	1,392	738	(654)	500	1,393	893
Total Receipts	22,992	10,579	(12,413)	13,700	20,416	6,716
DISBURSEMENTS						
Prosecuting Attorney	20,250	17,980	2,270	8,600	13,079	(4,479)
Total Disbursements	20,250	17,980	2,270	8,600	13,079	(4,479)
RECEIPTS OVER (UNDER) DISBURSEMENTS	2,742	(7,401)	(10,143)	5,100	7,337	2,237
CASH, JANUARY 1	30,870	30,870	0	23,533	23,533	0
CASH, DECEMBER 31	\$ 33,612	23,469	(10,143)	28,633	30,870	2,237

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit L

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
RECORDER USER FEE FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Charges for services	\$ 14,000	12,934	(1,066)	11,500	13,418	1,918
Interest	150	406	256	320	105	(215)
Total Receipts	14,150	13,340	(810)	11,820	13,523	1,703
DISBURSEMENTS						
Ex Officio Recorder of Deeds	18,761	8,979	9,782	12,600	9,891	2,709
Total Disbursements	18,761	8,979	9,782	12,600	9,891	2,709
RECEIPTS OVER (UNDER) DISBURSEMENTS	(4,611)	4,361	8,972	(780)	3,632	4,412
CASH, JANUARY 1	4,729	4,729	0	1,097	1,097	0
CASH, DECEMBER 31	\$ 118	9,090	8,972	317	4,729	4,412

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit M

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
PROSECUTING ATTORNEY DELINQUENT TAX FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Intergovernmental	\$	1,000	75	925	1,000	328	672
Interest		400	306	94	400	379	21
Total Receipts		1,400	381	1,019	1,400	707	693
DISBURSEMENTS							
Prosecuting Attorney		4,000	2,846	1,154	2,100	0	2,100
Total Disbursements		4,000	2,846	1,154	2,100	0	2,100
RECEIPTS OVER (UNDER) DISBURSEMENTS		(2,600)	(2,465)	(135)	(700)	707	(1,407)
CASH, JANUARY 1		7,184	7,184	0	6,477	6,477	0
CASH, DECEMBER 31	\$	4,584	4,719	(135)	5,777	7,184	(1,407)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit N

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
SHERIFF CIVIL FEES FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Charges for services	\$	26,000	25,315	(685)	10,500	26,346	15,846
Interest		0	920	920	0	0	0
Total Receipts		26,000	26,235	235	10,500	26,346	15,846
DISBURSEMENTS							
Equipment		0	0	0	0	573	(573)
Transfers out		36,000	36,000	0	0	0	0
Total Disbursements		36,000	36,000	0	0	573	(573)
RECEIPTS OVER (UNDER) DISBURSEMENTS		(10,000)	(9,765)	235	10,500	25,773	15,273
CASH, JANUARY 1		36,314	36,314	0	10,541	10,541	0
CASH, DECEMBER 31	\$	26,314	26,549	235	21,041	36,314	15,273

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit O

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
POLICE OFFICERS STANDARD TRAINING FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Intergovernmental	\$	2,500	3,621	1,121	750	2,698	1,948
Total Receipts		2,500	3,621	1,121	750	2,698	1,948
DISBURSEMENTS							
Transfers out		5,198	2,698	2,500	750	0	750
Total Disbursements		5,198	2,698	2,500	750	0	750
RECEIPTS OVER (UNDER) DISBURSEMENTS		(2,698)	923	3,621	0	2,698	2,698
CASH, JANUARY 1		2,698	2,698	0	0	0	0
CASH, DECEMBER 31	\$	0	3,621	3,621	0	2,698	2,698

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit P

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
SPECIAL TRUST FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Charges for services	\$	1,000	1,007	7	1,000	1,030	30
Total Receipts		1,000	1,007	7	1,000	1,030	30
DISBURSEMENTS							
Domestic violence shelter		1,000	0	1,000	1,000	1,560	(560)
Total Disbursements		1,000	0	1,000	1,000	1,560	(560)
RECEIPTS OVER (UNDER) DISBURSEMENTS		0	1,007	1,007	0	(530)	(530)
CASH, JANUARY 1		150	150	0	680	680	0
CASH, DECEMBER 31	\$	150	1,157	1,007	680	150	(530)

The accompanying Notes to the Financial Statements are an integral part of this statement.



Exhibit Q

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
MOORE CEMETERY TRUST FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Interest	\$	200	183	(17)	100	204	104
Other		100	1,160	1,060	0	595	595
Total Receipts		300	1,343	1,043	100	799	699
DISBURSEMENTS							
Cemetery improvements		200	2,100	(1,900)	0	0	0
Total Disbursements		200	2,100	(1,900)	0	0	0
RECEIPTS OVER (UNDER) DISBURSEMENTS		100	(757)	(857)	100	799	699
CASH, JANUARY 1		4,104	4,104	0	3,305	3,305	0
CASH, DECEMBER 31	\$	4,204	3,347	(857)	3,405	4,104	699

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit R

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
RECYCLING PROJECT FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Intergovernmental	\$ 37,822	40,772	2,950	0	0	0
Transfers in	39,333	23,750	(15,583)	28,090	7,490	(20,600)
Total Receipts	77,155	64,522	(12,633)	28,090	7,490	(20,600)
DISBURSEMENTS						
Contract labor	12,000	12,000	0	3,000	3,000	0
Office supplies	700	131	569	300	0	300
Equipment	25,750	24,970	780	23,950	4,200	19,750
Mileage	383	392	(9)	340	290	50
Other	500	0	500	500	0	500
Total Disbursements	39,333	37,493	1,840	28,090	7,490	20,600
RECEIPTS OVER (UNDER) DISBURSEMENTS	37,822	27,029	(10,793)	0	0	0
CASH, JANUARY 1	0	0	0	0	0	0
CASH, DECEMBER 31	\$ 37,822	27,029	(10,793)	0	0	0

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit S

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
LOCAL EMERGENCY PLANNING COMMITTEE FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Intergovernmental	\$ 3,300	4,189	889	4,100	4,032	(68)
Other	0	61	61	0	0	0
Total Receipts	3,300	4,250	950	4,100	4,032	(68)
DISBURSEMENTS						
Office expenditures	900	573	327	1,150	1,567	(417)
Equipment	1,725	1,698	27	960	676	284
Mileage and training	3,650	1,241	2,409	1,675	1,311	364
Other	200	6	194	2,879	170	2,709
Total Disbursements	6,475	3,518	2,957	6,664	3,724	2,940
RECEIPTS OVER (UNDER) DISBURSEMENTS	(3,175)	732	3,907	(2,564)	308	2,872
CASH, JANUARY 1	7,320	7,320	0	7,012	7,012	0
CASH, DECEMBER 31	\$ 4,145	8,052	3,907	4,448	7,320	2,872

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit T

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
JUVENILE DETENTION CENTER FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Charges for services	\$ 52,200	43,923	(8,277)	45,000	52,818	7,818
Transfers in	0	16,000	16,000	35,000	5,000	(30,000)
Total Receipts	52,200	59,923	7,723	80,000	57,818	(22,182)
DISBURSEMENTS						
Juvenile Detention Center	55,000	44,887	10,113	70,000	65,037	4,963
Total Disbursements	55,000	44,887	10,113	70,000	65,037	4,963
RECEIPTS OVER (UNDER) DISBURSEMENTS	(2,800)	15,036	17,836	10,000	(7,219)	(17,219)
CASH, JANUARY 1	3,720	3,720	0	10,939	10,939	0
CASH, DECEMBER 31	\$ 920	18,756	17,836	20,939	3,720	(17,219)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit U

POLK COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
VETERANS MEMORIAL FUND

Year Ended December 31,			
1999			
	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS			
Donations	\$ 0	0	0
Total Receipts	0	0	0
DISBURSEMENTS			
Veterans Memorial	100	0	100
Total Disbursements	100	0	100
RECEIPTS OVER (UNDER) DISBURSEMENTS	(100)	0	100
CASH, JANUARY 1	2,118	2,118	0
CASH, DECEMBER 31	\$ 2,018	2,118	100

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit V

POLK COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
ROAD GRANT FUND

Year Ended December 31,			
1999			
	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS			
Intergovernmental	\$ 0	0	0
Total Receipts	0	0	0
DISBURSEMENTS			
Road and bridge materials	270,060	263,283	6,777
Transfers out	69,403	76,180	(6,777)
Total Disbursements	339,463	339,463	0
RECEIPTS OVER (UNDER) DISBURSEMENTS	(339,463)	(339,463)	0
CASH, JANUARY 1	339,463	339,463	0
CASH, DECEMBER 31	\$ 0	0	0

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit W

POLK COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
SCHOOL BASED PARTNERSHIP GRANT FUND

Year Ended December 31,			
1999			
	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS			
Intergovernmental	\$ 126,230	104,430	(21,800)
Total Receipts	126,230	104,430	(21,800)
DISBURSEMENTS			
Distribution to school district	104,430	104,430	0
Total Disbursements	104,430	104,430	0
RECEIPTS OVER (UNDER) DISBURSEMENTS	21,800	0	(21,800)
CASH, JANUARY 1	0	0	0
CASH, DECEMBER 31	\$ 21,800	0	(21,800)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit X

POLK COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
HEALTH CENTER FUND

Year Ended December 31,						
1999				1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 131,476	132,072	596	120,000	118,869	(1,131)
Intergovernmental	235,437	250,032	14,595	279,322	215,639	(63,683)
Charges for services	98,000	77,313	(20,687)	109,200	104,669	(4,531)
Interest	2,000	3,544	1,544	3,300	2,970	(330)
Other	12,100	14,054	1,954	11,600	17,568	5,968
Total Receipts	479,013	477,015	(1,998)	523,422	459,715	(63,707)
DISBURSEMENTS						
Salaries	372,150	354,241	17,909	388,388	355,962	32,426
Office expenditures	19,000	20,350	(1,350)	22,700	16,208	6,492
Equipment	8,250	16,230	(7,980)	7,200	3,151	4,049
Mileage and training	13,500	15,677	(2,177)	20,000	11,040	8,960
Building and grounds	27,200	5,294	21,906	25,000	55,214	(30,214)
Other	55,500	46,683	8,817	72,250	32,348	39,902
Total Disbursements	495,600	458,475	37,125	535,538	473,923	61,615
RECEIPTS OVER (UNDER) DISBURSEMENTS	(16,587)	18,540	35,127	(12,116)	(14,208)	(2,092)
CASH, JANUARY 1	19,519	19,519	0	33,727	33,727	0
CASH, DECEMBER 31	\$ 2,932	38,059	35,127	21,611	19,519	(2,092)

The accompanying Notes to the Financial Statements are an integral part of this statement.



## Exhibit Y

POLK COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL  
 SENATE BILL 40 BOARD FUND

Year Ended December 31,						
1999				1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 28,860	29,436	576	25,680	26,905	1,225
Intergovernmental	376	376	0	646	646	0
Interest	2,445	3,171	726	2,400	2,571	171
Total Receipts	31,681	32,983	1,302	28,726	30,122	1,396
DISBURSEMENTS						
Contracted services	13,476	26,107	(12,631)	50,200	55,273	(5,073)
Office expenditures	1,565	1,449	116	1,700	1,524	176
Total Disbursements	15,041	27,556	(12,515)	51,900	56,797	(4,897)
RECEIPTS OVER (UNDER) DISBURSEMENTS	16,640	5,427	(11,213)	(23,174)	(26,675)	(3,501)
CASH, JANUARY 1	62,421	62,421	0	89,096	89,096	0
CASH, DECEMBER 31	\$ 79,061	67,848	(11,213)	65,922	62,421	(3,501)

The accompanying Notes to the Financial Statements are an integral part of this statement.

## Notes to the Financial Statements

POLK COUNTY, MISSOURI  
NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Reporting Entity and Basis of Presentation

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash of various funds of Polk County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county. The funds presented are established under statutory or administrative authority, and their operations are under the control of the County Commission, an elected county official, the Health Center Board, or the Senate Bill 40 Board. The General Revenue Fund is the county's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Basis of Accounting

The financial statements are prepared on the cash basis of accounting; accordingly, amounts are recognized when received or disbursed in cash. This basis of accounting differs from generally accepted accounting principles, which require revenues to be recognized when they become available and measurable or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

C. Budgets and Budgetary Practices

The County Commission and other applicable boards are responsible for the preparation and approval of budgets for various county funds in accordance with Sections 50.525 through 50.745, RSMo 1994 and RSMo Cumulative Supp. 1999, the county budget law. These budgets are adopted on the cash basis of accounting.

Although adoption of a formal budget is required by law, the county did not adopt formal budgets for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Veterans Memorial Fund	1998
Road Grant Fund	1998
Sheriff Special Operations Fund	1998 and 1999
Law Library Fund	1998 and 1999
Circuit Clerk Interest Fund	1998 and 1999
Associate Circuit Division Interest Fund	1998 and 1999

Warrants issued were in excess of budgeted amounts for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Law Enforcement Training Fund	1998
Prosecuting Attorney Bad Check Fund	1998
Sheriff Civil Fees Fund	1999
Special Trust Fund	1998
Moore Cemetery Trust Fund	1999
Senate Bill 40 Board Fund	1998 and 1999

Section 50.740, RSMo 1994, prohibits expenditures in excess of the approved budgets.

Although Section 50.740, RSMo 1994, requires a balanced budget, a deficit balance was budgeted in the Emergency 911 Fund for the year ended December 31, 1999.

D. Published Financial Statements

Under Sections 50.800 and 50.810, RSMo 1994, the County Commission is responsible for preparing and publishing in a local newspaper a detailed annual financial statement for the county. The financial statement is required to show receipts or revenues, disbursements or expenditures, and beginning and ending balances for each fund.

However, the county's published financial statements did not include the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Veterans Memorial Fund	1998
Road Grant Fund	1998
School Based Partnership Grant Fund	1999
Senate Bill 40 Board Fund	1999
Law Library Fund	1998 and 1999

Circuit Clerk Interest Fund	1998 and 1999
Associate Circuit Division Interest Fund	1998 and 1999

2. Cash

Section 110.270, RSMo 1994, based on Article IV, Section 15, Missouri Constitution, authorizes counties to place their funds, either outright or by repurchase agreement, in U.S. Treasury and agency obligations. In addition, Section 30.950, RSMo Cumulative Supp. 1999, requires political subdivisions with authority to invest in instruments other than depositary accounts at financial institutions to adopt a written investment policy. Among other things, the policy is to commit a political subdivision to the principles of safety, liquidity, and yield (in that order) when managing public funds and to prohibit purchase of derivatives (either directly or through repurchase agreements), use of leveraging (through either reverse repurchase agreements or other methods), and use of public funds for speculation. The county has adopted such a policy.

In accordance with Statement No. 3 of the Governmental Accounting Standards Board, *Deposits with Financial Institutions, Investments (Including Repurchase Agreements), and Reverse Repurchase Agreements*, disclosures are provided below regarding the risk of potential loss of cash deposits. For the purposes of these disclosures, deposits with financial institutions are demand, time, and savings accounts, including certificates of deposit and negotiable order of withdrawal accounts, in banks, savings institutions, and credit unions.

The county's, Health Center Board's and Senate Bill 40 Board's deposits at December 31, 1999 and 1998, were entirely covered by federal depositary insurance or by collateral securities held by the county's custodial bank in the county's, Health Center Board's, or Senate Bill 40 Board's name, respectively.

## Supplementary Schedule

## Schedule

POLK COUNTY, MISSOURI  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Federal CFDA Number	Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through Entity Identifying Number	Federal Expenditures	
			Year Ended December 31,	
			1999	1998
U. S. DEPARTMENT OF AGRICULTURE				
Direct Program:				
10.555	National School Lunch Program	N/A	\$ 11,555	0
Passed through state:				
Department of Health -				
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	ER0045-8184	0	53,666
		ER0045-9184	52,371	18,911
		ER0045-0184	19,893	0
	Program Total		<u>72,264</u>	<u>72,577</u>
U.S. DEPARTMENT OF DEFENSE				
Passed through state:				
Office of Administration -				
12.112	Payments to States in Lieu of Real Estate Taxes	N/A	611	825
U.S. DEPARTMENT OF JUSTICE				
Direct program:				
16.710	Public Safety Partnership and Community Policing Grants	98-SB-WX-0086	104,430	0
Passed through:				
State Department of Public Safety -				
16.592	Local Law Enforcement Block Grants Program	98LBG-074	7,128	0
Missouri Sheriffs' Association -				
16.unknown	Domestic Cannabis Eradication/Suppression Program	N/A	600	147
U. S. DEPARTMENT OF TRANSPORTATION				
Passed through state Highway and Transportation Commission:				

## Schedule

## POLK COUNTY, MISSOURI

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Federal CFDA Number	Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through Entity Identifying Number	Federal Expenditures	
			Year Ended December 31,	
			1999	1998
20.205	Highway Planning and Construction	BRO-084-4	0	315
		BRO-084-5	0	18,502
		BRO-084-6	0	252,829
		BRO-084-7	1,341	16,490
		BRO-084-8	12,574	0
	Program Total		13,915	288,136
20.600	State and Community Highway Safety	99-PT-02-75	1,546	0
GENERAL SERVICES ADMINISTRATION				
Passed through state Office of Administration -				
39.003	Donation of Federal Surplus Personal Property	N/A	699	0
FEDERAL EMERGENCY MANAGEMENT AGENCY				
Passed through state Department of Public Safety:				
83.534	Emergency Management - State and Local Assistance	1253-DR-MO	335,047	22,370
		SLA50-50	825	0
	Program Total		335,872	22,370
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Direct program -				
93.268	Immunization Grants	N/A	2,479	1,032
Passed through state:				
Department of Health -				
93.268	Immunization Grants	PG0064-91841AP	3,080	7,085
		N/A	34,308	18,557
	Program Total		37,388	25,642
Department of Social Services -				
93.563	Child Support Enforcement	N/A	54,616	59,542
Department of Health -				
93.575	Child Care and Development Block Grant	PGA067-8184	0	1,809
		PGA067-9184	3,385	595
		PGA067-0184	855	0
	Program Total		4,240	2,404
Department of Health -				



## Schedule

## POLK COUNTY, MISSOURI

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Federal CFDA Number	Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through Entity Identifying Number	Federal Expenditures	
			Year Ended December 31,	
			1999	1998
93.940	HIV Prevention Activities - Health Department Based	N/A	32	59
93.945	Assistance Program for Chronic Disease Preventive and Control	C906264001	1,027	0
93.991	Preventive Health and Health Services Block Grant	N/A	408	482
93.994	Maternal and Child Health Services Block Grant to the States	ERS146-8184	0	20,685
		ERS146-9184	30,377	8,423
		ERS146-0184	5,722	0
		N/A	2,042	1,687
	Program Total		<u>38,141</u>	<u>30,795</u>
	Total Expenditures of Federal Awards		\$ <u><u>686,951</u></u>	<u><u>504,011</u></u>

N/A - Not applicable

The accompanying Notes to the Schedule of Expenditures of Federal Awards are an integral part of this schedule.

## Notes to the Supplementary Schedule

POLK COUNTY, MISSOURI  
NOTES TO THE SUPPLEMENTARY SCHEDULE

1. Summary of Significant Accounting Policies

A. Purpose of Schedule and Reporting Entity

The accompanying Schedule of Expenditures of Federal Awards has been prepared to comply with the requirements of OMB Circular A-133. This circular requires a schedule that provides total federal awards expended for each federal program and the Catalog of Federal Domestic Assistance (CFDA) number or other identifying number when the CFDA information is not available.

The schedule includes all federal awards administered by Polk County, Missouri.

B. Basis of Presentation

OMB Circular A-133 includes these definitions, which govern the contents of the schedule:

*Federal financial assistance* means assistance that non-Federal entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance, but does not include amounts received as reimbursement for services rendered to individuals . . . .

*Federal award* means Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, under grants or contracts, used to buy goods or services from vendors.

Accordingly, the schedule includes expenditures of both cash and noncash awards.

C. Basis of Accounting

Except as noted below, the schedule is presented on the cash basis of accounting, which recognizes amounts only when disbursed in cash.

Amounts for the Donation of Federal Surplus Personal Property (CFDA number 39.003) represent the estimated fair market value of property at the time of receipt.

The direct program amounts for Immunization Grants (CFDA number 93.268) represent the original acquisition cost of varicella (chicken pox) vaccine provided to the Health Center through the Centers for Disease Control of the U.S. Department of Health and Human Services. Of the pass-through amounts for that program, \$34,308 and \$18,557 represent the original acquisition cost of other vaccines purchased by the Centers for Disease Control but distributed to the Health Center through the state Department of Health during the years ended December 31, 1999 and 1998. The amounts for the Preventive Health and Health Services Block Grant (CFDA number 93.991), represent the original acquisition cost of vaccines received by the Health Center through the state Department of Health during the years ended December 31, 1999 and 1998. Of the amounts for the Maternal and Child Health Services Block Grant to the States (CFDA number 93.994), \$2,042 and \$1,687 also represent the original acquisition cost of vaccines received by the Health Center through the state Department of Health during the years ended December 31, 1999 and 1998. The remaining pass-through amounts for Immunization Grants and the Maternal and Child Health Services Block Grant to the State represent cash disbursements.

2. Subrecipients

Of the federal expenditures presented in the schedule, the county provided \$104,430 to a subrecipient under the Public Safety Partnership and Community Policing Grants (CFDA number 16.710) during the year ended December 31, 1999.

FEDERAL AWARDS -  
SINGLE AUDIT SECTION

## State Auditor's Report



**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL  
CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the County Commission  
and  
Officeholders of Polk County, Missouri

Compliance

We have audited the compliance of Polk County, Missouri, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the years ended December 31, 1999 and 1998. The county's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the county's management. Our responsibility is to express an opinion on the county's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the county's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the county's compliance with those requirements.

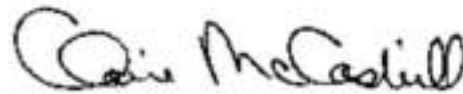
In our opinion, Polk County, Missouri, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the years ended December 31, 1999 and 1998.

### Internal Control Over Compliance

The management of Polk County, Missouri, is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the county's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the management of Polk County, Missouri; federal awarding agencies and pass-through entities; and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink, appearing to read "Claire McCaskill".

Claire McCaskill  
State Auditor

June 28, 2000 (fieldwork completion date)



Schedule

POLK COUNTY, MISSOURI  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(INCLUDING MANAGEMENT'S PLAN FOR CORRECTIVE ACTION)  
YEARS ENDED DECEMBER 31, 1999 AND 1998

**Section I - Summary of Auditor's Results**

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weaknesses identified?        yes   x   no

Reportable conditions identified that are  
not considered to be material weaknesses?        yes   x   none reported

Noncompliance material to the financial statements  
noted?        yes   x   no

Federal Awards

Internal control over major programs:

Material weaknesses identified?        yes   x   no

Reportable conditions identified that are  
not considered to be material weaknesses?        yes   x   none reported

Type of auditor's report issued on compliance for  
major programs: Unqualified

Any audit findings disclosed that are required to be  
reported in accordance with Section .510(a) of OMB  
Circular A-133?        yes   x   no

Identification of major programs:

<u>CFDA or Other Identifying Number</u>	<u>Program Title</u>
16.710	Public Safety Partnership and Community Policing Grants
20.205	Highway Planning and Construction
83.534	Emergency Management – State and Local Assistance

Dollar threshold used to distinguish between Type A  
and Type B programs:

\$300,000

Auditee qualified as a low-risk auditee?

\_\_\_\_\_ yes        x   no

## **Section II - Financial Statement Findings**

This section includes no audit findings that *Government Auditing Standards* requires to be reported for an audit of financial statements.

## **Section III - Federal Award Findings and Questioned Costs**

This section includes no audit findings that Section .510(a) of OMB Circular A-133 requires to be reported for an audit of federal awards.

Follow-Up on Prior Audit Findings for an  
Audit of Financial Statements Performed in Accordance  
With *Government Auditing Standards*

POLK COUNTY, MISSOURI  
FOLLOW-UP ON PRIOR AUDIT FINDINGS FOR AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

Our prior report issued for the two years ended December 31, 1997, included no audit findings that Government Auditing Standards requires to be reported for an audit of financial statements.

Summary Schedule of Prior Audit Findings  
in Accordance With OMB Circular A-133

POLK COUNTY, MISSOURI  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
IN ACCORDANCE WITH OMB CIRCULAR A-133

Section .315 of OMB Circular A-133 requires the auditee to prepare a Summary Schedule of Prior Audit Findings to report the status of all findings that are relative to federal awards and included in the prior audit report's Schedule of Findings and Questioned Costs. The summary schedule also must include findings reported in the prior audit's Summary Schedule of Prior Audit Findings, except those listed as corrected, no longer valid, or not warranting further action.

Section .500(e) of OMB Circular A-133 requires the auditor to follow up on these prior audit findings; to perform procedures to assess the reasonableness of the Summary Schedule of Prior Audit Findings; and to report, as a current year finding, when the auditor concludes that the schedule materially misrepresents the status of any prior findings.

Our prior audit report issued for the two years ended December 31, 1997, included no audit findings that Section .510(a) of OMB Circular A-133 requires to be reported for an audit of federal awards.

## MANAGEMENT ADVISORY REPORT SECTION



Management Advisory Report -  
State Auditor's Findings

POLK COUNTY, MISSOURI  
MANAGEMENT ADVISORY REPORT -  
STATE AUDITOR'S FINDINGS

We have audited the special-purpose financial statements of various funds of Polk County, Missouri, as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 28, 2000. We also have audited the compliance of Polk County, Missouri, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 28, 2000.

We also have reviewed the operations of elected officials with funds other than those presented in the special-purpose financial statements. As applicable, the objectives of this review were to:

1. Determine the internal controls established over the transactions of the various county officials.
2. Review and evaluate certain other management practices for efficiency and effectiveness.
3. Review certain management practices and financial information for compliance with applicable constitutional, statutory, or contractual provisions.

Our review was made in accordance with applicable generally accepted government auditing standards and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed accounting and bank records and other pertinent documents and interviewed various personnel of the county officials.

As part of our review, we assessed the controls of the various county officials to the extent we determined necessary to evaluate the specific matters described above and not to provide assurance on those controls. With respect to controls, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation and we assessed control risk.

Because the Juvenile Detention Center of the Thirtieth Judicial Circuit is audited and separately reported on by other independent auditors, the related fund is not presented in the special-purpose financial statements. However, we reviewed those audit reports and the substantiating working papers.

Our review was limited to the specific matters described in the preceding paragraphs and was based on selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention that would have been included in this report.

The accompanying Management Advisory Report presents our findings arising from our review of the elected county officials and the Juvenile Detention Center of the Thirtieth Judicial Circuit referred to above. In addition, this report includes findings other than those, if any, reported in the

accompanying Schedule of Findings and Questioned Costs. These findings resulted from our audit of the special-purpose financial statements of Polk County but do not meet the criteria for inclusion in the written report on compliance and on internal control over financial reporting that is required for an audit performed in accordance with *Government Auditing Standards*.

<b>1. Expenditures</b>
------------------------

- A. Bids were not always solicited for various purchases made by the county during the audit period. Examples of items purchased, for which no evidence of bidding could be located, are as follows:

<u>Item Purchased</u>	<u>Amount</u>
Used trucks	\$41,550
Grader blades	17,041
Air conditioners for Road and Bridge equipment	15,610
Prosecuting Attorney Software	6,645
Carpet	4,549

Section 50.660, RSMo Cum. Supp. 1999, requires bids for all purchases of \$4,500 or more, from any one person, firm, or corporation during any period of ninety days.

Bidding procedures for major purchases provide a framework for the economical management of county resources and help assure the county that it receives fair value by contracting with the lowest and best bidder. In addition, competitive bidding ensures all interested parties are given an equal opportunity to participate in county business.

Documentation of bids should always be retained as evidence the county's established purchasing procedures as well as statutory requirements are being followed. Documentation of bids should include, at a minimum, a listing of vendors from whom bids were requested, a copy of the request for proposal, a newspaper publication notice, a copy of all bids received, a summary of the basis and justification for awarding the bid, and documentation of all discussions with vendors.

- B. The county maintains gasoline and diesel fuel tanks at the county road and bridge barn for use in vehicles and equipment of the road and bridge and sheriff's departments. During the two years ended December 31, 1999, fuel expenditures totaled approximately \$123,900 for the road and bridge department and \$28,000 for the Sheriff's department. Fuel usage logs are maintained to account for all fuel used. The County Commission and the Sheriff's department indicated that they periodically review the fuel usage logs; however, a documented comparison of the fuel used and the fuel purchased is not performed.

The failure to reconcile fuel usage to fuel purchases increases the risk that the theft or

misuse of fuel could occur and not be detected. Such reconciliations should be performed and documented on a periodic basis and any discrepancies noted should be investigated. Performing such fuel reconciliations would enable the County Commission and the Sheriff to more fully account for fuel expenditures and help to identify any losses of fuel.

Condition B was noted in our prior report.

**WE RECOMMEND** the County Commission:

- A. And the Prosecuting Attorney, solicit bids for all items in accordance with state law. Documentation of bids solicited and justification for bid awards should be retained by the County Clerk. If it is not practical to obtain bids in a specific instance, or if sole source procurement is necessary, the circumstances should be thoroughly documented.
- B. And the Sheriff, periodically reconcile fuel used to fuel purchased. In addition, documentation of these reconciliations should be properly retained.

**AUDITEE'S RESPONSE**

*The County Commission provided the following responses:*

- A. *We will solicit bids in the future.*
- B. *Starting in September 2000 we will begin to reconcile fuel used to fuel purchased.*

*The Prosecuting Attorney provided the following response:*

- A. *I will solicit bids in the future.*

*The Sheriff provided the following response:*

- B. *The Sheriff's Office was periodically conducting reviews of fuel usage and fuel purchased. We were not saving the paperwork to provide to the Auditor's Office. The fact is that the usage and the purchase amount do compare with each other over a one year time period. We believe that we are conducting this procedure in a proper manner.*

<b>2. Changes to the Tax Books</b>
------------------------------------

There is no independent and subsequent comparison of additions and abatements approved by the County Commission to actual changes to the property tax records or to amounts reflected on the County Collector's annual settlement. Controls should be established for the County Clerk to periodically reconcile all approved additions and abatements to changes

made to the property tax records and amounts reflected on the County Collector's annual settlement.

A similar condition was noted in the prior report.

**WE AGAIN RECOMMEND** the County Commission establish controls over the property tax addition and abatements process that would allow the County Clerk to periodically reconcile approved additions and abatements to changes made to the property tax records and amounts reflected on the County Collector's annual settlement.

### **AUDITEE'S RESPONSE**

*We now have a program that will facilitate this reconciliation. We hope to have the new program in place by September 2001.*

<b>3. Prosecuting Attorney's Accounting Controls and Procedures</b>
---

The Prosecuting Attorney's Office collects court-ordered restitution, bad check restitution, and bad check collection fees totaling approximately \$120,000 annually. Our review of the Prosecuting Attorney's records and procedures revealed the following concerns:

- A. Accounting and bookkeeping duties are not adequately segregated. One individual is responsible for receiving, recording, depositing, and transmitting monies. To safeguard against possible loss or misuse of funds, internal controls should provide reasonable assurance that all transactions are properly accounted for and assets are adequately safeguarded. Proper segregation of duties helps to provide this assurance. At a minimum, there should be a documented review made by a supervisor.
- B. Monthly bank reconciliations have not been performed since the bank account was opened by the new Prosecuting Attorney in January 1999 and a checkbook balance is not maintained. Accurate and complete bank reconciliations are necessary to ensure that all monies are properly deposited, accounting records are in agreement with the bank, and errors or discrepancies are detected on a timely basis. In addition, a balance should be maintained in the check register to allow for proper reconciliations with the bank statements.
- C. Monthly listings of open items (liabilities) are not prepared and, consequently, open items are not reconciled to cash balances. At our request, an open items listing was prepared as of March 31, 2000. This listing totaled \$956, while the reconciled cash balance at March 31, 2000 totaled \$14,315. The Prosecuting Attorney failed to include \$7,323 in bad check fees collected during 1999 that had not been turned over to the County Treasurer. We identified additional open items totaling \$937 that were not included on the listing prepared by the Prosecuting Attorney's office. As a result, the reconciled cash balance exceeded identified open items by \$5,099.

Monthly listings of open items are necessary to ensure the proper disposition of cash balances. The periodic reconciliation of liabilities with the cash balance provides assurance that the records are in balance and that sufficient cash is available for payment of all liabilities. Timely reconciliations are necessary and helpful in the investigation of differences. In addition, differences noted when performing monthly reconciliations should be promptly investigated and resolved. Various statutory provisions provide for the disposition of unclaimed and unidentified monies.

- D. During 1999, three different receipt systems were being used simultaneously. A one-write receipt system was used to record bad check restitution and fees during the months of January through March 1999. In January 1999, the Prosecuting Attorney purchased and began using a computer system to record bad check restitution and fees. In addition, rediform receipt slips were used to record amended ticket monies as well as some bad check restitution and fees. During our review, we noted several instances of the same receipt recorded on more than one receipt system, and instances where receipts were not recorded in any of the three receipt systems.

In addition, restitution payments are occasionally received in the form of a money order made payable to the victim. These money orders are sent directly to the victim; however, until October 1999, none of the receipt systems used by the Prosecuting Attorney adequately documented which receipts were sent directly to the victims and which receipts were deposited into the Prosecuting Attorney's bank account.

One receipt system would provide a complete and immediate record of all receipt transactions. The issuance of a single sequence of official prenumbered receipt slips for all monies received is necessary and would better ensure proper recording and accountability of receipts. In addition, money orders received that are payable to the victim should be indicated as such on the receipt so daily receipts can be reconciled to daily deposits.

- E. Employees in the Prosecuting Attorney's office sometimes waive the administration fee on bad check cases; however, authorization of the fee waiver by the Prosecuting Attorney is not documented. To ensure receipts are properly handled and accounted for, case files should include authorization of the fee waiver.

Conditions similar to C. and E. were noted in prior audits.

**WE RECOMMEND** the Prosecuting Attorney:

- A. Adequately segregate accounting and bookkeeping duties to the extent possible. At a minimum, the Prosecuting Attorney should perform documented reviews of the work performed.
- B. Maintain a balance in the check register and prepare monthly bank reconciliations.

- C. Prepare complete and accurate listings of open items and reconcile the listings to the cash balance monthly. An attempt should be made to investigate the unidentified monies and any monies remaining unidentified should be disbursed in accordance with state law. Disburse \$7,323 in bad check fees to the County Treasurer and in the future, ensure bad check fees are disbursed monthly.
- D. Incorporate one receipt system with a single sequence of official prenumbered receipt slips for all monies received, indicate on the receipts which receipts are made payable to the victim, and reconcile daily receipts to deposits.
- E. Ensure bad check case files include authorization to waive the administrative fee.

#### **AUDITEE'S RESPONSE**

- A. *The duties associated with this office are segregated to the extent possible based on the resources available. We will continue to be mindful of your suggestions for future reference.*
- B. *This is now being done. Thank you for your guidance and assistance during the audit process, as well as your suggestions for the future. We look forward to being able to contact you for assistance as it becomes necessary.*
- C. *With regards to your recommendation that listing of open items be maintained, we are presently doing so.*

*With regards to your recommendations that an investigation be commenced to account for the unidentified monies, the initial investigation has been completed with all monies being disbursed.*

*With regards to your recommendation that \$7,323 be disbursed to the County Treasurer, I advised you that, as to assure that all merchants received their monies, I would hold these monies until I received confirmation from you. Not until I received the draft of your audit results was I advised that disbursement of these funds was now approved. Please know that these funds have been transferred.*

- D. *At this time, only two systems are being used. As you recall, we reviewed, discussed and finally agreed that under our circumstances, this was acceptable. Our computer system prints receipts upon entry of the funds into the system pertaining to bad checks and court ordered restitution, while certain funds which this office handles are due to non-check related cases, predominantly traffic amendments. Hence, an additional receipt system is required. Therefore, two systems will continue to be used.*
- E. *We will gladly begin documenting these authorized waivers.*

<b>4.</b>	<b>Sheriff's Inmate Account</b>
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The Sheriff's Department maintains inmates personal monies in a separate bank account. In early 1999, responsibility for this account was switched to another employee. During our review of the controls and procedures related to these monies, we noted the following concerns:

- A. Bank reconciliations have not been performed on the inmate account since January 1999. In addition, a manual check register and a computerized check register were initiated by the Sheriff's Department, but neither register was properly maintained. A balance has not been maintained in the manual check register since February 1999 and deposits have not been recorded since January 1999. The computerized check register did not include all deposit activity, and a balance was not maintained.

The preparation of monthly bank reconciliations is necessary to ensure that all monies are properly deposited, bank accounts are in agreement with the accounting records, and errors or discrepancies are detected on a timely basis. In addition, a complete and accurate check register should be maintained with a balance to allow for proper reconciliation with the bank statements.

- B. The total inmate account balance plus cash on hand has not been reconciled to the individual inmate account balances since January 1999. At our request Sheriff Department personnel prepared a listing of individual inmate account balances as of May 24, 2000. The total listing exceeded the balance in the inmate account plus cash on hand by approximately \$256. In addition, the listing included some balances for inmates which have been released.

To ensure that all inmate monies are properly recorded and deposited, the balance in the inmate account plus cash on hand should be reconciled monthly to the inmate balances. In addition, an attempt should be made to refund any monies being held for inmates that have been released. Any monies remaining unclaimed should be disposed of in accordance with state law.

- C. At December 31, 1999, seventy-two checks totaling \$177 had been outstanding for more than one year, and are still carried on the Sheriff's books as of May 24, 2000. Some of these checks date back to 1996. If the payees cannot be located, various statutory provisions provide for the disposition of unclaimed monies.
- D. Several checks from the inmate account were not issued in numerical sequence. To ensure all checks are accounted for, checks should be issued in numerical sequence.
- E. A log of the balance of prisoner inmate cash kept on hand for commissary purchases is not maintained. In order to provide proper accountability over cash on hand, these monies should be kept on an imprest basis and a log should be maintained to account for the balance on hand.



**WE RECOMMEND** the Sheriff:

- A. Prepare monthly bank reconciliations and maintain a complete and accurate check register with a running balance.
- B. Prepare a listing of individual inmate balances and reconcile the listing to the balance in the inmate account plus cash on hand monthly, and investigate any difference. In addition, an attempt should be made to refund balances to inmates which have been released. Any monies remaining unclaimed should be disposed of in accordance with state law.
- C. Attempt to resolve the old outstanding checks and establish routine procedures to investigate checks outstanding for a considerable time.
- D. Issue checks in numerical sequence.
- E. Ensure that cash kept on hand for commissary purchases is maintained on an imprest basis and a log is maintained to account for the balance on hand.

**AUDITEE'S RESPONSE**

*The bank reconciliations are presently being done to correct the problem, and will be maintained as with all other accounts of the Polk County Sheriff's Office. As far as the monies owed to inmates from prior years, we feel that we have made an effort to see that the money has been taken care of and that we will be turning over the excess amount to the Polk County Treasurer or the State. As far as the inmate cash, it is presently being maintained at a constant amount.*

*We regret that the inmate commissary account was handled the way it was, but there was a change in employees and a new system was implemented. The systems were not compatible. There was basically a lack of supervision by myself as the Polk County Sheriff.*

<b>5. Assessor's Controls and Procedures</b>
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The County Assessor collects approximately \$2,000 annually from the sale of maps and photocopies. The method of payment is not consistently indicated on receipt slips or the receipt log, and receipts are not transmitted to the County Treasurer intact. Some cash receipts are retained to use as a change fund or as petty cash for expenditures of the office. To ensure all receipts are properly accounted for, the method of payment should be indicated, and the amount of cash and checks received should be reconciled to amounts transmitted to the County Treasurer. If a change/petty cash fund is determined to be necessary, it should be established and maintained at a constant amount.

**WE RECOMMEND** the County Assessor indicate the method of payment on receipt slips

or the receipt log, and reconcile the composition of receipt slips to the composition of monies transmitted to the County Treasurer.

**AUDITEE'S RESPONSE**

*This recommendation has already been implemented.*

<b>6. Associate Division Accounting Controls and Procedures</b>
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- A. Checks totaling \$669 have been outstanding since the prior audit and are still carried on the Associate Division's books at December 31, 1999. If the payees cannot be located, various statutory provisions provide for the disposition of unclaimed monies.
- B. The Associate Division is holding money on various cases that date back to 1991. We noted 15 bonds totaling \$3,400 for cases that have been closed or are inactive. Of this amount, \$3,200 was noted in the prior audit.

Procedures should be established to ensure that all monies on deposit are properly distributed on a timely basis upon final disposition of the case. If the defendant fails to make the required court appearance, the bond should be forfeited and monies paid to the county schools fund. If the bond cannot be forfeited, Section 447.595, RSMo 1994, requires bonds remaining unclaimed for one year after disposition of the case be forwarded to the state's Unclaimed Property Section.

These conditions were noted in our prior report.

**WE RECOMMEND** the Associate Circuit Judge:

- A. Attempt to resolve the old outstanding checks and establish routine procedures to investigate checks outstanding for a considerable time.
- B. Ensure the monies being held on closed or inactive cases are properly distributed, In addition, procedures should be established to follow up on and dispose of open items in a timely manner.

**AUDITEE'S RESPONSE**

- A. *Old checks are already resolved. Outstanding checks in the future will be reviewed every 60 days and appropriate action taken.*
- B. *These monies have now been distributed to either the person posting bond, or to the County Treasurer. Bonds will now be reviewed every 60 days, and those with closed or inactive cases will be distributed appropriately.*

The home base of the Juvenile Division of the Thirtieth Judicial Circuit is located in Polk County. The Juvenile Division collected approximately \$28,000 and \$16,500 in restitution during 1999 and 1998, respectively. A review of the records and procedures of the Juvenile Division disclosed the following concerns:

- A. The Juvenile Division maintains a computerized system to account for receipts and disbursements. Monthly reports of receipts and disbursements, monthly check registers, and monthly bank reconciliations are generated from the system. During our review, we noted that these reports contained several errors. These errors were the result of several deposits and checks not being recorded on the system, one receipt was recorded twice, and one receipt was recorded at an incorrect amount. In addition, the monthly bank reconciliation reports contained several checks and deposits that had previously cleared the bank resulting in an incorrect reconciled balance.

Although the Juvenile Division generates the various monthly reports, the numerous errors noted indicate the Juvenile Division is not adequately reviewing the reports to identify and correct all errors and differences between bank and book records. To adequately account for all receipts and disbursements and to ensure all differences and errors are detected and corrected on a timely basis, the Juvenile Division should ensure the monthly reports are accurate and reconciled to monthly bank statements.

- B. Monthly listings of open items (liabilities) are not prepared and reconciled to the cash balance. At our request, the Juvenile Division prepared an open-items listing for the restitution account as of December 31, 1999, which materially reconciled to the cash balance.

Monthly listings of open items should be prepared and reconciled to cash balances to ensure accounting records are in balance and sufficient funds are available for the payment of liabilities.

- C. Checks and money orders received are not restrictively endorsed immediately upon receipt and are not kept in a secure location. Endorsements are applied at the time deposits are prepared. To adequately safeguard receipts, all checks should be restrictively endorsed immediately upon receipt and kept in a secure location until deposited.

- D. At December 31, 1999, checks totaling \$622 on the restitution account had been outstanding for more than one year. Some of these checks date back to 1997. The Juvenile Division does not routinely follow up on old outstanding checks.

The Juvenile Division should adopt procedures to routinely follow up on old outstanding checks and reissue the check if the payee can be located. If the payee cannot be located, various statutory provisions provide for the disposition of unclaimed monies.

- E. The duties of receiving, recording, depositing, and disbursing restitution and reconciling the bank account are not adequately segregated. Currently, the juvenile office secretary performs all these duties.

To safeguard against possible loss or misuse of funds, internal controls should provide reasonable assurance that all transactions are accounted for properly and assets are adequately safeguarded. Proper segregation of duties helps to provide this assurance. This could be achieved by segregating the functions of receiving and depositing restitution monies from that of reconciling the bank account. If proper segregation of duties cannot be achieved, at a minimum, there should be a documented independent comparison of recorded receipts and bank deposits and an independent review of bank reconciliations.

Conditions B&C. were similarly noted in prior reports.

**WE RECOMMEND** the Juvenile Division:

- A. Ensure monthly computer generated reports are accurate and reconciled to monthly bank statements.
- B. Ensure monthly listings of open items are prepared and reconciled to the cash balance.
- C. Restrictively endorse checks and money orders immediately upon receipt. In addition, receipts should be kept in a secure location until deposited or transmitted.
- D. Adopt procedures to routinely follow up on old outstanding checks. Any remaining unclaimed amounts should be disbursed in accordance with state law.
- E. Provide for segregation of duties or ensure that independent reconciliations and reviews of accounting records are performed.

**AUDITEE'S RESPONSE**

- A. *Currently we are reconciling monthly.*
- B. *We will implement this recommendation effective September 2000.*
- C-E. *These recommendations have been implemented.*

**8.****Health Center's Records and Procedures**

- A. In August 1998, the health center purchased a house and lot adjacent to the current health center facility for \$45,239. No independent appraisal was obtained prior to purchasing the property. The Assessor's office had appraised the house and lot at \$22,700. The Health Center Board minutes do not document the intended use for the property.

In addition, documentation of estimated renovation costs were not maintained, and discussions and decisions regarding the property were not adequately documented in the health center board minutes. The health center is currently using the house for storage.

The health center should have thoroughly researched and documented all costs related to this property prior to purchasing it. In addition, independent appraisals as well as documentation of the price negotiations are particularly necessary when the amounts paid exceed the Assessor's appraised value.

- B. The health center does not have a record of its general fixed assets. In addition, annual physical inventories of all general fixed assets owned by the health center have not been performed and documented.

Adequate general fixed asset records and procedures are necessary to safeguard and secure better internal controls over health center property, and provide a basis for determining proper insurance coverage.

- C. Health center personnel do not monitor amounts expended on Comprehensive Family Planning (CFP) services. In addition, the average cost per client of providing such services is not periodically calculated and monitored.

The health center's CFP contract with the Missouri Department of Health provides the average cost of providing CFP services should be at least \$150 (excluding administrative costs). During our review of CFP expenditures for the federal fiscal year ended September 30, 1999, we calculated an average cost of \$128 per client excluding administrative costs.

Failure to comply with the provisions of the contract could result in decreased funding of future services.

Condition B was noted in our prior report.

**WE RECOMMEND** the Health Center Board of Trustees:

- A. Ensure justification of the selection process is thoroughly documented and an

independent appraisal is obtained for future real estate purchases.

- B. Ensure records of the health center's fixed assets are properly maintained and that annual physical inventories are performed and documented.
- C. Ensure CFP expenditures are in compliance with the contract and contact the state Department of Health to resolve this situation.

#### **AUDITEE'S RESPONSE**

- A. *Board minutes do not reflect the full extent of the discussion prior to the unanimous decision to approve purchase of the property for the primary purpose of future expansion nor about the discussion regarding use of the building. The land purchase was discussed at length by the Board of Trustees in regard to negotiated cost and its benefit to the agency. Options for use of the building were also considered but the board decided it would be too costly to bring it to ADA standards to provide any type of clinical services. Effort will be made by the board to follow recommended procedures when future purchases are made and to fully document the board's actions regarding such purchases.*
- B. *Office staff is currently working to compile a complete listing of fixed assets. The asset inventory list will be completed by January 1, 2001 and updated as needed.*
- C. *Expenses and personnel time related to the Family Planning program are being tracked more closely to assure compliance with the contract.*

<b>9. Senate Bill 40 Board</b>
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The Senate Bill 40 Board approved expenditures in excess of budgeted amounts of \$12,515 and \$4,897 during the years ended December 31, 1999 and 1998, respectively. There were no formal amendments filed nor any mention in the board minutes as to why the budgeted amounts were exceeded. In addition, there is no evidence that any periodic comparison of budget to actual activity is performed.

It was ruled in State ex. rel. Strong v. Cribb, 364 Mo. 1122, 273 SW2d 246(1954), that strict compliance with the county budget law is required by county officials.

If there are valid reasons which necessitate excess expenditures, amendments should be made following the same process by which the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's office. In addition, Section 50.622, RSMo Cum. Supp. 1999, provides that county boards may amend the annual budget during any year in which the board receives additional funds which could not be estimated when the budget was adopted and that the board shall follow the same procedures required for adoption of the annual budget to amend the budget.

**WE RECOMMEND** the Senate Bill 40 Board not authorize expenditures in excess of budgeted amounts. If additional expenditures are necessary, the budget should be amended and the circumstances adequately documented.

### **AUDITEE'S RESPONSE**

*As the president and secretary/treasurer of the SB40 Board for year 2000 we can only state that it will be done as you requested in the future. As to why the budget was not amended in 1998 and 1999 to reflect the amount awarded verses the amount budgeted I can not answer that question, as the two ladies who were secretary and treasurer at that time are no longer serving on our board. I do know that the money was in the savings account and it was for an agency request that we had not originally anticipated.*

This report is intended for the information of the management of Polk County, Missouri, and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

## Follow-Up on Prior Audit Findings



POLK COUNTY, MISSOURI  
FOLLOW-UP ON PRIOR AUDIT FINDINGS

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by Polk County, Missouri, on findings in the Management Advisory Report (MAR) of our prior audit report issued for the two years ended December 31, 1997. The prior recommendations which have not been implemented, but are considered significant, have been repeated in the current MAR. Although the remaining unimplemented recommendations have not been repeated, the county should consider implementing these recommendations.

1. Expenditures

- A. The Sheriff's Department did not file requests for payment under the COPS FAST program on a timely basis.
- B. Fuel used by vehicles and equipment of the road and bridge and Sheriff department was not reconciled to fuel purchased.

Recommendation:

The County Commission and the Sheriff:

- A. Ensure the reimbursement of the grant funds in question are pursued to the extent possible. In addition, the county should ensure requests for payment related to any future grant programs are submitted on a timely basis.
- B. Periodically reconcile fuel used to fuel purchased. In addition, documentation of these reconciliations as well as all fuel logs should be properly retained.

Status:

- A. Implemented. The county received \$37,775 in reimbursements.
- B. Not implemented. See MAR No. 1.

2. 911 System

The County Commission contracted with the Citizens Memorial Hospital (CMH) District to operate the 911 system. A review of the agreement noted the following concerns:

- A. Various information regarding the operation of the 911 system, including an annual budget and an annual report of actual receipts and expenses for the system was not submitted by CMH to the County Commission as required by the contract.

- B. The 911 equipment was not included in the county's general fixed asset records and was not tagged or otherwise identified as county property.

Recommendation:

The County Commission:

- A. Require the CMH to submit periodic reports of 911 activity in accordance with the contract provisions.
- B. Ensure all 911 equipment is recorded in the county's general fixed asset records and is tagged or otherwise identified as county property.

Status:

A&B. Implemented.

3. Budgetary Practices

- A. Budgets were not prepared for some county funds.
- B. Actual expenditures exceeded budgeted amounts in several county funds.

Recommendation:

The County Commission:

- A. Ensure budgets are prepared or obtained for all county funds as required by state law.
- B. Keep expenditures within the budgetary limits.

Status:

A&B. Partially implemented. The county has made improvements in their budgeting procedures. Although not repeated in the current MAR, our recommendation remains as stated above.

4. Changes to the Tax Books

- A. A listing of the property tax additions and abatements was not submitted to the County Clerk's office for the County Commissioner's approval on a timely basis.

- B. There was no independent and subsequent comparison of additions and abatements approved by the County Commission to actual changes to the property tax records or to amounts reflected on the County Collector's annual settlement.

Recommendation:

The County Commission:

- A. Ensure listings of property tax additions and abatements are obtained from the County Assessor on a timely basis.
- B. Establish controls over the property tax addition and abatements process that would allow the County Clerk to periodically reconcile approved additions and abatements to changes made to the property tax records and amounts reflected on the County Collector's annual settlement.

Status:

- A. Implemented.
- B. Not implemented. See MAR No. 2.

5. Expenditures From Prosecuting Attorney Bad Check Fund

- A. Several travel expenses paid from the Prosecuting Attorney Bad Check Fund were questionable and were not supported by adequate documentation.
- B. Overtime payments made from the Prosecuting Attorney Bad Check Fund to his employees were not documented correctly and time sheets were not submitted on a timely basis. Also, the rate of pay for the overtime hours was not calculated properly and was not processed through the county's payroll system.
- C. The Prosecuting Attorney purchased computer equipment for his office from a relative without advertising for competitive bids as required by state law.

Recommendation:

The Prosecuting Attorney:

- A. Ensure any travel expenses claimed for reimbursement are necessary and adequately documented.
- B. Ensure that any overtime claimed by employees is properly reported on the employees' monthly time sheets and the related compensation is paid through the

regular county payroll process. In addition, all overtime payments should be subject to withholding and paid in accordance with the county's overtime policy.

- C. And the County Commission ensure bids are advertised and solicited in accordance with state law. In addition, doing business with relatives should be avoided unless the business is handled within the framework of a formal/advertised bid process.

Status

- A. Implemented.
- B. Partially implemented. The former prosecutor made similar overtime payments from the bad check fund during 1998; however, the current Prosecuting Attorney discontinued this practice. Although not repeated in the current MAR, our recommendation remains as stated above.
- C. Partially implemented. No business transactions involving relatives were noted during the current audit; however, bids were not advertised and solicited in accordance with state law for a computer software purchase made by the Prosecuting Attorney. See MAR No. 1.

6. Prosecuting Attorney's Controls and Procedures

- A. The method of payment received was not always indicated or was not always correctly indicated on the receipt slips. In addition, receipt records did not always distinguish between money orders payable to the victim from those payable to the Prosecuting Attorney's office.
- B. Receipts were not always recorded or deposited on a timely basis.
- C. A log or other record was not maintained to account for all bad check complaints filed with the Prosecuting Attorney.
- D. The Prosecuting Attorney's employees responsible for collecting monies were not bonded.
- E. Monthly listings of open items (liabilities) were not prepared or reconciled to cash balances. Approximately \$8,822 was in the restitution bank account at July 31, 1998 that the Prosecuting Attorney indicated could not be properly disbursed because of the age of the cases.

Recommendation:

The Prosecuting Attorney:

- A. Indicate the method of payment on all receipt slips and reconcile the composition of receipts to the composition of bank deposits. Money orders made payable to victims which are not deposited should be specifically identified.
- B. Deposit monies intact daily or when accumulated receipts exceed \$100.
- C. Maintain a log to account for all bad check complaints filed with the Prosecuting Attorney's office and their ultimate disposition.
- D. Obtain bond coverage for all employees responsible for handling monies.
- E. Disburse any money remaining in the restitution account to the appropriate parties. Any monies which cannot be identified should be turned over to the state Unclaimed Property Section.

Status

- A. Partially implemented. The method of payment is recorded on the receipt ledger; however, money orders made payable to victims are not specifically identified. See MAR No. 3.
- B. Partially implemented. See MAR No. 3.
- C&E. Not implemented. See MAR No. 3.
- D. Implemented.

7. Juvenile Division's Controls and Procedures

- A. Receipt slips were not issued for some monies received, and the method of payment was not always indicated on the receipt slips.
- B. Receipts were not deposited daily or when accumulated receipts exceeded \$100.
- C. Monthly bank reconciliations were not performed and the check register for the Juvenile Division's account was not properly maintained.
- D. Monthly listings of open items (liabilities) were not prepared for the restitution account and were not reconciled to the cash balance.

- E. Restitution monies were not distributed on a timely basis.
- F. Monies from an old restitution bank account totaling \$306 could not be identified.
- G. Records were not always retained as required by law.
- H. Juvenile Division employees were not required to complete and sign time sheets indicating hours worked.

Recommendation:

The Juvenile Division ensure:

- A. Receipt slips are issued for all monies received and the method of payment is recorded on each receipt slip issued. In addition, the composition of receipt slips should be reconciled to the composition of bank deposits.
- B. Monies are deposited intact into the restitution account daily or when accumulated receipts exceed \$100.
- C. Monthly bank reconciliations are performed. In addition, a proper check register should be maintained which records all activity and includes an accurate running balance.
- D. Monthly listings of open items are prepared and reconciled to the cash balance.
- E. Restitution monies are distributed on a timely basis.
- F. Any monies which can be identified are distributed to the appropriate parties. Any monies which cannot be identified should be remitted to the state Unclaimed Property Section.
- G. All records are retained in accordance with state law. In addition, voided checks and all copies of voided receipt slips should be properly retained.
- H. Time sheets are required for all employees.

Status:

A,B,  
E-H. Implemented.

C&D. Not implemented. See MAR No. 7.

8. Associate Circuit Court's Controls and Procedures

- A. Receipts were not deposited on a timely basis.
- B. The method of payment received was not always indicated on civil receipt slips.
- C. At December 31, 1997, there were \$669 in outstanding checks which were at least one year old.
- D. The open items listing included some bonds that dated back to 1991.

Recommendation:

The Associate Circuit Judge:

- A. Ensure that all receipts are deposited daily or when accumulated receipts exceed \$100.
- B. Ensure the method of payment is indicated for all civil receipts, and the composition of receipts is reconciled to the composition of bank deposits.
- C. Ensure payment is stopped on the old outstanding checks and they are reissued, if the payees can be located. Any remaining amounts should be disposed of in accordance with state law. In addition, procedures should be established to routinely follow up on checks outstanding for a specified period of time.
- D. Ensure the monies being held on closed or inactive cases are properly distributed. In addition, procedures should be established to follow up on and dispose of open items in a timely manner.

Status:

A&B. Implemented.

C&D. Not implemented. See MAR No. 6.

9. Health Center's Records and Procedures

- A.1. Bids were not always solicited nor was the selection process always documented for various purchases.
- 2. Invoices were not always canceled or marked paid.
- 3. Employee expense reports did not include any indication of supervisory review and approval.

- B. The health center's actual expenditures exceeded budgeted expenditures.
- C. In 1997, several employees exceeded the maximum allowable hours of annual leave.
- D. The health center did not have a current record of its general fixed assets.
- E. Minutes of the meetings of the Health Center Board could not be located for the period April 1996 through March 1997.

Recommendation:

The Health Center Board of Trustees:

- A.1. Solicit bids for all items in accordance with state law. Documentation of bids solicited and justification for bid awards should be maintained by the health center. If bids cannot be obtained and sole source procurement is necessary, the board minutes should reflect the circumstances.
- 2. Ensure all invoices are canceled when goods or services have been paid to prevent the possibility of duplicate payments.
- 3. Ensure that employee expense reports are reviewed and approved by a supervisory employee.
- B. Not authorize expenditures in excess of budgeted amounts. If excess expenditures are necessary, the extenuating circumstances should be fully documented in the minutes, and any budget amendments should be filed with the County Clerk and the State Auditor's office.
- C. Ensure that leave balances do not exceed the maximum allowed by the health center's leave policy. If the board believes the policy should be changed, it should be revised accordingly.
- D. Ensure records of the health center's fixed assets are properly maintained and the annual physical inventories are documented.
- E. Ensure the minutes of all board meetings are properly retained.

Status:

- A-C,  
& E. Implemented.
- D. Not implemented. See MAR No. 8.



## STATISTICAL SECTION

History, Organization, and  
Statistical Information

POLK COUNTY, MISSOURI  
HISTORY, ORGANIZATION,  
AND STATISTICAL INFORMATION

Organized in 1835, the county of Polk was named after President James K. Polk. Polk County is a county-organized, third-class county and is part of the Thirtieth Judicial Circuit. The county seat is Bolivar.

Polk County's government is composed of a three-member county commission and separate elected officials performing various tasks. The county commission has mainly administrative duties in setting tax levies, appropriating county funds, appointing board members and trustees of special services, accounting for county property, maintaining county roads and bridges, and performing miscellaneous duties not handled by other county officials.

Principal functions of these other officials relate to judicial courts, law enforcement, property assessment, property tax collections, conduct of elections, and maintenance of financial and other records of importance to the county's citizens.

Counties typically spend a large portion of their receipts to support general county operations and to build and maintain roads and bridges. The following chart shows from where Polk County received its money in 1999 and 1998 to support the county General Revenue and Special Road and Bridge Funds:

SOURCE	1999		1998	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
Property taxes	\$ 720,190	34	648,647	30
Federal and state aid	869,944	42	1,114,014	51
Fees, interest, and other	491,410	24	410,629	19
Total	\$ 2,081,544	100	2,173,290	100

The following chart shows how Polk County spent monies in 1999 and 1998 from the General Revenue and Special Road and Bridge Funds:

USE	1999		1998	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
General county government	\$ 706,544	37	653,665	32
Highways and roads	1,191,276	63	1,399,817	68
Total	\$ 1,897,820	100	2,053,482	100

During 1999 and 1998 the Capital Improvement Sales Tax Fund had revenues totaling \$1,023,700 and \$920,191, respectively. From this fund, the county transferred \$660,000 and \$750,000, respectively, to the Special Road and Bridge Fund for road and bridge capital improvements, and distributed \$171,846 and \$155,018, respectively, to special road districts in the county. In addition, Polk County received revenues of \$1,197,669 and \$1,129,094 in the Law Enforcement Sales Tax Fund and expended \$1,168,524 and \$1,096,441 for public safety purposes in 1999 and 1998, respectively.

The county maintains approximately 88 county bridges and 797 miles of county roads.

The county's population was 15,415 in 1970 and 21,826 in 1990. The following chart shows the county's change in assessed valuation since 1970:

		Year Ended December 31,				
		1999	1998	1985*	1980**	1970**
		(in millions)				
Real estate	\$	113.6	105.7	58.1	22.7	14.8
Personal property		35.3	26.6	10.4	9.9	5.6
Railroad and utilities		14.2	13.8	6.9	7.2	4.0
Total	\$	163.1	146.1	75.4	39.8	24.4

\* First year of statewide reassessment.

\*\* Prior to 1985, separate assessments were made for merchants' and manufacturers' property. These amounts are included in real estate.

Polk County's property tax rates per \$100 of assessed valuations were as follows:

		Year Ended December 31,	
		1999	1998
General Revenue Fund	\$	.32	.32
Special Road and Bridge Fund*		.27	.27
Health Center Fund		.09	.09
Senate Bill 40 Board Fund		.02	.02

\* The county retains all tax proceeds from areas not within road districts. The county has 10 road districts that receive four-fifths of the tax collections from property within these districts, and the Special Road and Bridge Fund retains one-fifth. The road districts also have an additional levy approved by the voters.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and payable by December 31. Taxes paid after December 31 are subject to penalties. The county bills and collects property taxes for itself and most other local governments. Taxes collected were distributed as follows:

	Year Ended February 28,	
	2000	1999
State of Missouri	\$ 49,525	44,167
General Revenue Fund	527,038	469,345
Road Funds	445,445	383,853
Assessment Fund	69,818	61,225
Health Center Fund	147,245	131,102
Senate Bill 40 Board Fund	32,278	29,023
School districts	5,328,867	4,574,858
Library district	147,245	131,102
Fire protection district	24,889	23,231
Cities	27,545	36,967
Junior College	26,202	15,328
County Clerk	244	236
County Employees' Retirement	38,289	31,181
Commissions and fees:		
General Revenue Fund	112,157	105,713
Total	\$ <u>6,976,787</u>	<u>6,037,331</u>

Percentages of current taxes collected were as follows:

	Year Ended February 28,	
	2000	1999
Real estate	94 %	93 %
Personal property	90	91
Railroad and utilities	100	100

Polk County also has the following sales taxes; rates are per \$1 of retail sales:

	Rate	Expiration Date	Required Property Tax Reduction
Law enforcement	\$ .0050	None	None
Road capital improvements	.0050	None	None

The elected officials and their compensation paid for the year ended December 31 (except as noted) are indicated below.

Officeholder	2000	1999	1998
County-Paid Officials:			
Denzil Roberts, Presiding Commissioner	\$	28,400	19,000
Roy Harms, Associate Commissioner		26,400	19,000
Billy Dryer, Associate Commissioner		26,400	19,000
Sue Entlicher, County Clerk		40,000	31,500
John Porter, Prosecuting Attorney*		82,000	
Charles Ankrom, Prosecuting Attorney			36,000
Michael Parson, Sheriff		37,000	37,000
Judy Mackey, County Treasurer		29,600	21,500
Nathan Hoffer, County Coroner		7,000	7,000
Judy Tinsley, Public Administrator **		25,975	22,901
Debbi Roberts-McGinnis, County Collector, year ended February 28 (29),	40,000	31,750	
Carolyn Page, County Assessor ***, year ended August 31,	40,000	38,000	
John R.M. Nelson, County Surveyor ****			

\* The county determined that the Prosecuting Attorney was underpaid by \$5,235 in 1999. This amount was paid to the Prosecuting Attorney in 2000.

\*\* Includes \$14,000 salary plus fees received from probate cases.

\*\*\* Includes \$900 annual compensation received from the state.

\*\*\*\* Compensation on a fee basis.

State-Paid Officials:

Vesta Seiner, Circuit Clerk and Ex Officio Recorder of Deeds		44,292	42,183
J. Michael Brown, Associate Circuit Judge		87,234	85,158

A breakdown of employees (excluding the elected officials) by office at December 31, 1999, is as follows:

Office	Number of Employees Paid by	
	County	State
County Commission	0	0
Circuit Clerk and Ex Officio Recorder of Deeds	2	4
County Clerk	3	0
Prosecuting Attorney	1	0
Sheriff	27	0
County Treasurer	1	0
County Coroner	0	0
Public Administrator	0	0
County Collector *	4	0
County Assessor	5	0
County Surveyor	0	0
Associate Division	0	3
Probate Division	0	1
Road and Bridge	23	0
Health Center	12	0
Total	<u>78</u>	<u>8</u>

\* Includes three part-time employees.

In addition, the county pays a proportionate share of the salaries of other circuit court-appointed employees. Polk County's share of the Thirtieth Judicial Circuit's expenses is 27 percent.

\* \* \* \* \*